

Table of Contents

Board of Directors	2
Management Staff	2
Useful Telephone Numbers	2
General Security and Entry Gates	3
General Security	3
Security Gates	3
Tips for Gate Etiquette and Safety	4
Gate Operation	4
General Community Information	
Meetings	5
Finances	5
Communications	5
Roads and Vehicles	5
Beach Access and Beach Trails	5
Tsunami Hazard	6
Property Rental and Commercial Activity	6
Dogs and Other Domestic Animals	6
Firearms and Hunting	6
Dunes Protection and Conservation	7
Fireworks	7
Trailers, Motor Homes and RV's	7
Signs	7
Burning Brush and Other Debris	8
Recycling and Refuse Collection	8
County Restrictions on Property Use	8
Appendices	
Appendix 1. Articles of Incorporation	9
Appendix 2. Bylaws	13
Appendix 3. Speeding Policy	17
Appendix 4. Duties of the Administrator	17
Appendix 5. Security Position Description	18
Appendix 6. Tsunami Information Sheet	19
Tips on Being a Good Surf Pines Neighbor	back cover
Beach Driving Regulations	back cover



Surf Pines Association Board of Directors 2000-2001

		Telephone	Term Expires
Ralph Todd	President	861-9771	2003
Allen Cellars	Vice President	717-0628	2001
Chris Adamson	Secretary	861-0701	2003
Tom Smith	Treasurer	738-7573	2001
Burr Allegaert		738-7717	2002
Bob Chopping		717-0226	2002
Mark Roberts		717-0863	2002

Management and Staff

Bill Barrows	Administrator	338-8175
Lynn Meyrick	Security	738-0637 (Pam Meyrick also will live in Surf Pines.)
Woodford & Wood	Accounting	717-0565

Useful Telephone Numbers in Case of Problems

Emergencies

Police, Fire, Medical 9-1-1

To report suspicious activity or other non-emergency police matters.

Clatsop County Sheriff 325-8635 or 325-2061 (Monday-Friday, 8 a.m. to 5 p.m.)
325-2061 (Other hours)

Fire Matters

Gearhart Fire Department 738-7838 (Fire protection questions.)
State Forestry Department 325-7215 (Information about burning brush and debris.)
325-5451 (To obtain a burning permit.)

Security

Surf Pines Security Manager Lynn Meyrick 738-0637

Utilities

Electric Pacific Power 1-888-221-7070
Gas (Emergencies) Northwest Natural 1-800-882-3377
Water Billing Other 325-1632
City of Warrenton
Water Service Problems 861-2233
Refuse Collection Seaside Refuse & Recycling Service 861-0912 (Monday-Friday, 8 a.m. to 5 p.m.)
TV Cable Charter Communications 325-4411 (Other hours)
Clatsop County Animal Control 738-5717
325-6114
861-7387 (Dogs running loose, licensing required)
(Mon. & Fri. 10 a.m.-1 p.m., Tues. & Thur. 2-6 p.m.)

Dunes and Beach Rules

Clatsop County 325-6311
State Parks & Recreation Dep't 861-3170 X23
Soil and Water Conservation District 325-4571
Department of Fish and Wildlife 338-0106 (Wild animal problems and issues)
State Police 325-2231 (Stranded marine animals)

Building and Zoning Regulations

Clatsop County Planning Department 325-8611
Building codes State Building Codes 861-7140

General Security and Entry Gates

General Security

One of the advantages of living in our Surf Pines community is the control provided by our part-time Security Manager and by the entrance gates.

The Security Manager resides in the house adjacent to the South gate. He can be reached at 738-0637 and tries to be available Thursday through Monday from 9 a.m. to 11 a.m. if you need to speak with him.

The primary purpose of the Security Manager is to provide general security for residents and property in Surf Pines by:

- presenting an image to the general public that safety and security is a priority in our community;
- patrolling our streets to observe and report or correct unsafe conditions;
- notifying law enforcement agencies when assistance is needed;
- making minor adjustments to operation of the gates;
- providing information to residents and their guests;
- keeping roads clear of debris and road signs visible.

The Security Manager is not a police officer. He will report any suspicious or unlawful activity to an appropriate authority, but it is not his function to arrest or apprehend anyone involved in criminal activity. In the event you have a prowler or an intruder or witness unlawful activity, you should report it to appropriate authorities by calling 911 and then advise the Security Manager at 738-0637.

Animal control is not the responsibility of the Security Manager. Clatsop County Animal Control is the appropriate agency to deal with animal problems. If you have a problem with a neighbor's dog or cat, the simplest solution often is to call your neighbor and make him or her aware of the problem.



Security Gates

Our security gates are to limit the entrance to Surf Pines to those authorized and having a need to be admitted. The gates are operated by the entry of a four-digit code number into the key pad or by a hand held radio transmitter. The south gate also can be operated through a special telephone connection to your home (more about that later).

Property owners may obtain a personal gate code upon payment of the one-time \$225 gate fee. There is no charge to successive owners who may obtain a new code on change of ownership. Owners may purchase radio transmitters for remote operation of the gates for \$25 each. Personal codes and radio transmitters operate the gates twenty-four hours a day. These codes and transmitters are for the use of the owner and his or her family only.

Each and every month a new "visitor" code will operate the gates between the hours of 6 a.m. and 9 p.m. This is the code that should be provided to your guests and others whom you want to authorize to enter our community. Your quarterly dues statement lists the monthly visitor code for the next three months, or it can be obtained by calling the Security Manager at 738-0637.

Public safety agencies have access to Surf Pines 24 hours a day. This is accomplished by special gate codes. Contractors, utilities and other regular service providers have gate codes providing access between 6 a.m. and 9 p.m. Should you have a service provider that needs access at other hours for emergency services, contact our Security Manager.

Arrangements can be made for either special codes or open gates when you have a party. Contact the Security Manager at least a week in advance to make these arrangements. If you make a request a week in advance, the gates will be opened from 9 a.m. to 6 p.m. the last weekend of each month for garage sales or real estate open houses.

DO NOT put your personal gate code in newspaper advertisements, post it on signs, or generally make it available to anyone but your family members. If you do, you negate our efforts to provide extra security for our community. Codes advertised in this manner will be removed from the computer and you will need to apply for a new one.



Tips for Gate Etiquette and Safety

DO press the numbers on the keypad firmly.

DO NOT open a gate to let a vehicle ahead of you to enter unless you know them. You may be admitting someone who does not have a reason to be in our community.

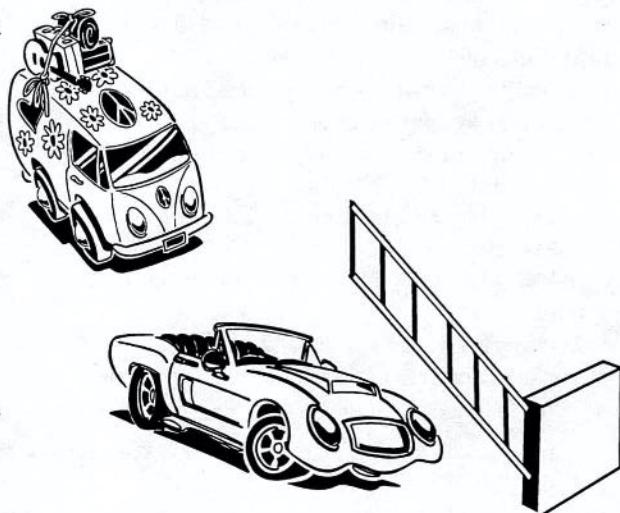
NEVER enter or exit through the wrong gate. You may damage the gate, your vehicle or another vehicle.

DON'T use your transmitter when leaving. Exit gate opens automatically.

WAIT for the gate to fully open before driving ahead to avoid damage to your vehicle or to the gate.

REPLACE your transmitter's battery once a year to ensure its reliability. If it still fails to work, report it to the Security Manager.

REPORT improperly operating gates to Security Manager.



Gate Operation

Enter your four-digit code into the keypad mounted ahead of the gate. When a valid code is accepted, a red light mounted to the right of the gate will come on and the gate will begin to open. Please wait to proceed until the gate has opened completely. The gate closes automatically after your vehicle passes through the safety electric eye.

If you enter part of the code incorrectly press the "*" key one time to clear the entry and start over from the beginning of the code. If you enter a wrong code three times in succession, you will have to wait three minutes to re-enter your code.

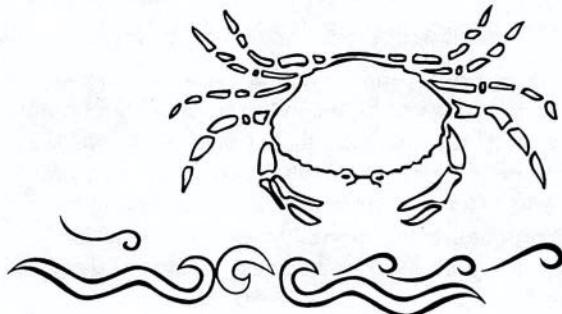
You may also activate the gate with a remote radio transmitter. As you approach the post on which the keypad is mounted, press the activation button. Please depress it for a couple of seconds or until the red light comes on. Repeated depression of the button will stop the gate and delay your entry. The radio transmitter operates on a 9-volt battery, which you should replace once a year for uninterrupted service.

Both exit gates open automatically as a vehicle slowly crosses over the yellow diamond painted on the pavement before you reach the gate and close after the vehicle passes through the safety electric eye. Vehicles traveling more than 5 MPH may not activate the exit gate controller.

Visitors who do not have a code must use the south gate on Surf Pines Lane, where a telephone connected to a computer operates the gate. A visitor is instructed [on the display screen] to find the resident's name on the system directory and to

enter a number on the key-pad. This number does not open the gate. It places a telephone call to your home. When you receive a call from the gate you have one minute to determine if you wish to allow entry to the caller. If so, press "9" on your telephone and the gate will open. Pressing "9" will also terminate the call, so instruct the caller of this action. If you wish to deny entry to the caller, simply hang up your phone.

For best results and understanding of this unique feature become familiar with its operation. Have a family member call you from the south gate using the directory and practice this system.



General Community Information

Meetings

The members of the Surf Pines Association, a nonprofit corporation organized under the laws of Oregon, hold an Annual Meeting in July or August each year to elect Directors, adopt the annual budget, and transact other business. The date of the meeting is announced ahead of time so you can put it on your calendar.

The Board of Directors meets monthly, usually on the 3rd Monday at 3 p.m. at the Seaside Library. All members are welcome to attend and are provided an opportunity to speak to the Board. If you plan to attend, check with a Board member to confirm the time and place.

Finances

Our Fiscal Year begins on July 1. Dues are \$100 per quarter for each homeowner and \$50 for owners of vacant property. Dues are billed in arrears for services provided during the preceding three months and are payable within 30 days of the statement's date. Penalties for late payment are \$10 per quarter for homeowners and \$5 for property owners. At the Annual Meeting in 2000 members approved the establishment of reserve funds to provide for future maintenance of our roads and gates and for capital expenditures.

Besides quarterly dues three other one-time fees are collected: a \$1000 Development Fee reserved for capital expenditures and collected when a building permit is obtained for new home; a \$250 Road Impact Fee, also collected when a building permit is obtained for new home; a \$225 Gate Fee which is collected when individual gate-operating codes are assigned to a member. A charge of \$25 is collected for each remote transmitter you purchase to operate our entrance gates. A transmitter is not required for access because you also receive a coded number that is assigned when you pay the Gate Fee.

Communications

There are several means of communicating with members. Besides this Information Guide, a quarterly newsletter, *The Breeze*, is mailed to each member with dues statements. An Internet site has been established at <http://www.sunsetbeach-or.com/surfpines/>. You will find meeting minutes, Articles of Incorporation, Bylaws, pictures and

other news on the site. A Surf Pines Telephone Directory listing those who have homes in the community is provided to all members.

Roads and Vehicles

All roads within the Surf Pines Community are private roads. Except for those shown as Private Streets on the Street Map, which is part of this handbook, they are owned and regulated by the Association. Certain rules apply to their use:

1. Speed limit on all Surf Pines roads is 25 miles per hour. Please remember, we have a lot of children and pets, so drive carefully. Our policy on speeding enforcement is found in the Appendix.
2. ATVs are not allowed on Surf Pines roads, on the dunes, or on easements. The only place they may be ridden is on private property.
3. Motorcycles and all other motor vehicles operated on our streets must comply with Oregon law and be ridden only on roads.

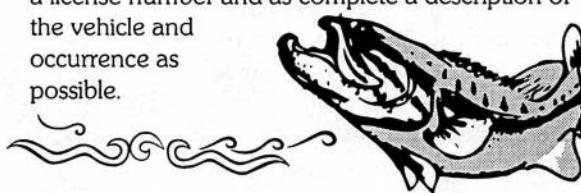
Beach Access and Beach Trails

Beach access to members and their guests is available at four locations that are marked with signposts reading "To Beach." These access trails are for foot traffic only and are easements for this purpose. Other trails returning from the beach may end on members' property and are to be avoided. The paths are located at:

- Ocean Drive at Malarkey Ocean Drive at High Surf
- Ocean Drive at Horizon North of 89234 Ocean Drive
- A path to Sunset Lake is available just south of 89889 Manion Drive.

All trails to the beach on private property must run perpendicular to the beach and are limited in width to 4 feet. If these trails begin to erode or blow sand, they must be planted with vegetation, hard-surfaced, or covered with straw.

Any vehicle traffic on the dunes or beach trails is to be reported to the Oregon State Police. Please do not confront trespassers or endanger yourself. Do get a license number and as complete a description of the vehicle and occurrence as possible.





Tsunami Hazard

All of Oregon's coastline is at risk for a tsunami, also known as a tidal wave. In 1964 the bridge at Cannon Beach was destroyed by the tsunami resulting from an earthquake in Anchorage, Alaska, and playground equipment at the grade school still shows the affects. The same tsunami killed people on the beach near Crescent City, California. The risk is real. Preparation is important. People on our beach will be at risk and it is possible that people and homes along Ocean Drive are also at some risk. The best advice is:

If you feel an earthquake and it is strong enough to keep you from standing up or you are informed that a tsunami or tidal wave is expected on the coast, **immediately move to high ground.** In Surf Pines this means to an area along Manion Drive and Sea Breeze Drive. Wait there for further instructions.

Do not go to or towards the beach.

Should the earthquake occur off the Oregon coast, as many experts predict will happen someday, it has been estimated that the tsunami could come ashore in as little as 15 to 20 minutes.

The National Weather Service issues tsunami warnings in our area that can be received on the special weather radios that can be purchased locally at places like Radio Shack. When a warning is issued it is broadcast on these radios.



Property Rental and Commercial Activity

Because Surf Pines is a residential area, land use regulations established and enforced by Clatsop County permit property to be rented to others for periods of time no less than seven days. No commercial buildings or enterprises open to the public are permitted.

More information on County regulations can be obtained by calling the Department of Planning and Development at 325-8611.

Dogs and Other Domestic Animals

No animals other than domestic household pets shall be kept on any part of the property. Potbelly pigs must be confined to the house or fenced yard. Animals may not be bred or raised for commercial purposes or kept in unreasonable numbers.

Dogs and other pets must be controlled so as not to be a nuisance to other residents and wildlife. Dogs should be kept on a leash, confined, or otherwise be under voice control.

A maximum of five dogs are permitted at any residence. If you have problems with dogs, please attempt to resolve the problem with the owners before contacting County Animal Control.

The owner or keeper of a dog may not allow the dog to be a public nuisance.

According to the County, a dog is a nuisance if it:

- a. bites a person;
- b. chases vehicles or persons;
- c. damages or destroys property of persons other than the owner of the dog;
- d. scatters garbage;
- e. trespasses on private property of persons other than the owner of the dog;
- f. disturbs any person by frequent or prolonged noises;
- g. is a female in heat and running at large.

If you believe a dog is a public nuisance, contact Clatsop County Animal Control at 861-7387. To talk to a live person call Monday or Friday between 10 a.m. and 1 p.m. or Tuesday or Thursday between 2 and 6 p.m. To help them respond more quickly, be ready to describe the dog, the location of the problem, and, if appropriate, the day and time that the problem usually occurs.

Firearms and Hunting

Hunting of any kind is prohibited in Surf Pines. No pursuing, trapping, injuring or molesting of any bird or animal is allowed without approval of the Board of Directors. Control of damaging rodents is permitted provided it is accomplished in a manner not endangering children, pets, or any other wildlife. Poisons that may be dangerous to humans or pets are to be avoided.

No discharge of a firearm is permitted and the use of firearms should be reported to the County Sheriff.



Dunes Protection and Conservation

The entire Surf Pines community is located on fragile sand dune. Erosion by wind and water is a very serious concern and special regulations intended to preserve the stability of the dunes are maintained by:

Clatsop County __ 325-6311
Oregon Parks and
Recreation Department __ 861-3170 X23
Clatsop Soil and Water
Conservation District __ 325-4571

Regulations govern such things as:

- Location of buildings
- Excavation of soil
- Filling of low land
- Vegetation removal
- Replanting exposed sand

Of special note are the following:

Trails or paths to the beach must be perpendicular to the beach and if wider than 4 feet must be hard surfaced with planks, asphalt, gravel bound by clay, or similar materials.

Motor vehicles are permitted on hard-surfaced roads only; grass mowers are permitted in the dunes.

The mowing of dune-grass is permitted provided the sand and root structure are not disturbed. Mowing of dune grass more than twice a year is strongly discouraged because that may weaken the plants.

The regulations are complicated but must be carefully observed to prevent the recurrence of open, shifting sand dunes that once existed from Gearhart to the Columbia River. Before you do anything that removes natural vegetation or exposes bare sand, you should obtain advice and instructions from the three agencies listed above.

Fireworks

The display or use of fireworks of any kind, including firecrackers, is not permitted in Surf Pines at any time except on the public beach, where state laws are strictly enforced.

Trailers, Motor Homes and RV's

County regulations provide that motor homes, trailers, campers, boats, and other recreational vehicles may be occupied as a temporary residence for not more than 30 days out of any 90-day period. They may not be parked or stored at any time on common land, including roads and easements.



Signs

County land use regulations contain provisions regulating use and display of signs in residential areas. More information is available from the Department of Planning and Development at 325-8611. Some of the most applicable rules include:

- a nameplate on a dwelling cannot exceed 1.5 square feet in area;
- a temporary sign pertaining to the lease, rental or sale of property cannot exceed 8 square feet;
- Signs, including political signs, are to be on private property and not to be on street right of way.



Burning Brush and Other Debris

Burning permits are obtained from Oregon Forestry Department. A recorded message explaining when permits are required is available by calling 325-7215. Call 325-5451 to obtain a permit. Caution and common sense are the watchwords when burning. Think of your neighbors. Don't create a nuisance or hazard to the safety of your neighbors. Recommendations include:

CLEAR combustibles from a 5 foot area around the burn barrel or pile, and use a screen over the barrel to control sparks;

ATTEND the fire at all times while it is burning;

BURN only during daylight hours;

HAVE a water hose on hand, with the water turned on;

DO NOT burn when the temperature is 90 degrees or higher or when wind speed is over 10 miles per hour;

DO NOT try to burn rubber products, tires, any plastic, wet garbage, food scraps, petroleum and petroleum-treated products, Styrofoam, asphalt, industrial wastes, or any materials that create dense smoke or noxious odors.

If you need more advice, call Gearhart Fire Department, 738-7838 or Oregon Forestry Department, 325-5451.

Recycling and Refuse Collection

Refuse is picked up each Friday. For details call Sunset Refuse and Recycling at 738-5717. Recycling of materials is encouraged. A recycling center is located in Seaside behind Coast Hardware, 1217 S. Holladay. It is open 24 hours a day, seven days a week, and the following materials are accepted:

Aerosol cans	Office paper
Aluminum	Plastic bottles
Corrugated cardboard	Tin cans
Magazines	Motor oil
Newspaper	Telephone books
Glass bottles	

County Restrictions On Property Use

Because the Association does not currently have Conditions, Covenants, and Restrictions (CC&R's), rules and regulations governing the development and use of property are those adopted by Clatsop County and administered by the Department of Planning and Development.

Development standards require:

- Lots of at least one acre in size and 100 feet in width. Lots created after October 4, 2000, must be a minimum of 2 acres.
- One single-family home is permitted on each lot.
- Front and rear yards of at least of 20 feet and side yards of 10 feet. On corner lots the street side yard must be 20 feet and the rear yard can be reduced to 10 feet.
- Lots existing on September 30, 1980, less than 1 acre in size may have side yards of 5 feet.
- All buildings must comply with state building codes, be suitable for year-round use, and be placed on permanent foundations. All buildings, fences, and other structures must be kept in good repair.
- All driveways must be composed of gravel, cinders, concrete, or asphalt.

Restrictions on uses include:

- Mobile homes, campers, travel trailers, and modularly built homes originally pre-constructed offsite are prohibited as residences.
- All garbage, trash, and other wastes shall be kept in accepted sanitary containers, not accessible to rodents or other vector. All equipment and inoperable vehicles shall be screened from neighboring homes and adjoining streets. No more than one (1) inoperable vehicle is allowed.
- No more than a 12-month construction time shall elapse for the completion of the exterior finish of a permanent dwelling, nor shall a temporary dwelling be used as living quarters, except during the construction of a permanent dwelling, with County Planning approval. An exterior latrine shall be allowed only during the construction of a permanent residence, but only with D.E.Q. and County Planning approval.

All land-owners must comply with the laws and regulations of the State of Oregon, County of Clatsop, applicable to fire protection, building construction, water sanitation, sewage disposal and public health.

SURF PINES ASSOCIATION

REQUESTED PROCEDURES FOR BRUSH BURNING

The burning of brush in the Surf Pines community is always a concern because of the risk of the uncontrolled spread of fire. If you plan to burn you are asked to take several steps to reduce this risk.

1. Before starting to burn contact the Gearhart Fire Department [738-7838] and Oregon State Forestry [325-5451] to learn if they have any concerns about burning today.
2. Check weather forecasts and wind conditions before you begin burning and select light winds to avoid causing complaints about low lying smoke.
3. DO separate materials into small piles that will burn up more quickly than large piles that might still be burning when the weather or winds change.
4. Start your burning early in the day so that someone can be in attendance most of the time that materials are burning.
5. Before you leave a fire burning without anyone in attendance:
 - a. Notify the Surf Pines Security person and provide him with a phone number ~~were~~ a responsible party can be reached at any time should a problem develop.
 - b. Notify any residents living nearby that the fire will be unattended and provide them with a phone number ~~were~~ a responsible party can be reached at any time should a problem develop.

A big THANKS for your help in not creating conditions that detract from our community.

Appendices

Appendix 1. Articles of Incorporation of Surf Pines Association an Oregon Nonprofit Corporation

[with amendments through August, 2000]

KNOW ALL MEN BY THESE PRESENTS, that JOHN J. COUGHLIN, a natural person of the age of 21 years or more, does hereby incorporate the corporation named herein as a nonprofit corporation under the laws of the State of Oregon and hereby does adopt, execute and verify in duplicate the following Articles of Incorporation thereof:

ARTICLE I

The name of the corporation is SURF PINES ASSOCIATION, and its duration shall be perpetual.

ARTICLE II

PURPOSE AND BOUNDARY

The purpose or purposes for which said corporation is organized are:

1. To engage without profit to its members in such activities as may promote, by mutual cooperative efforts, the health, recreation, safety, welfare and common good of the members of the Association who are residents or owners of property in the community known as Surf Pines, the boundaries of which are more particularly described in Exhibit "A", dated September 10, 1988, attached hereto and by this reference incorporated herein.
2. To provide for the maintenance, preservation and operation of the properties used for community purposes in said community, known as community properties, for the benefit of the members who are residents or owners of property within said community.
3. To provide, maintain and operate parks, athletic facilities and other recreational facilities which will be for the mutual benefit of the members who are residents or owners of property within said community.
4. To engage in lawful activity for which corporations may be organized under the nonprofit laws of the State of Oregon.
5. To have, possess and exercise all corporate powers under the Oregon nonprofit corporation law.
6. No part of the net earnings of the corporation shall inure to the benefit of any private member or individual, and no part of the activities of the corporation shall be carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or otherwise intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE III

The address, including the street and number of the registered office of the corporation is:

33317 Surf Pines Lane, Warrenton, Oregon 97146 [Amended, 9-2000]

and the name of its Registered Agent is:

Dan Van Thiel [Amended, 9-2000]

ARTICLE IV

INITIAL BOARD OF DIRECTORS

The number of directors constituting the initial board of directors shall be five and their respective names and addresses (including street and number, if any) of the persons who are to serve as the initial board of directors are:

Ralph Thomas P.O. Box 666 Seaside, OR 97138	Rodney Banks P.O. Box 505 Gearhart, OR 97138	Richard Schroeder P.O. Box 76 Gearhart, OR 97138	U. W. Raglione 4418S. E. 50th Portland, OR 97206	D.F. Williamson 3909 5. W 52nd Place Portland, OR 97221
---	--	--	--	---

ARTICLE V

The name and address, including street and number, of the above-named incorporator is:

JOHN J. COUGHLIN
807 Electric Building
621 S.W. Alder Street
Portland, OR 97205



Surf Pines Homeowners Association

ARTICLE VI

MEMBERSHIP

All owners of property located within the boundaries of that certain tract of land described in Exhibit A dated October 3, 1995 and attached hereto and incorporated herein, may become members of the Association either upon purchase of a property already a part of the Surf Pines Association or by applying for and being accepted for membership via Exhibit B attached hereto and incorporated herein. When a member sells his or her interest in such property, then the selling member's rights attributable to that property shall terminate and the party acquiring the property shall become a member upon transfer of title. Ownership assessments and voting rights are defined in Article X (ASSESSMENTS AND CHARGES) and Article XIV (voting rights), respectively. [Amended 9-18-93 and 8-2-97]

ARTICLE VII

BOARD OF DIRECTORS

Commencing with September 19, 1993, the number of directors constituting the BOARD OF DIRECTORS of the SURF PINES ASSOCIATION shall be seven (7). Each Board member shall serve for a term of three (3) years. Board terms shall be staggered so that three members are elected in 1993 and two members are elected in 1994 and two in 1995, and every three (3) years thereafter. Election of Board Members shall occur at the annual meeting of the Association. Each Director so elected shall serve until a successor is elected to take office. Directors must be members, in good standing, of the Association.

The Board of Director positions shall be numbers one (1) through seven (7). Board Member terms shall expire as of the Annual membership meeting in the following years and every three (3) years thereafter:

POSITION #1	1994
POSITION #2	1995
POSITION #3	1996
POSITION #4	1994
POSITION #5	1995
POSITION #6	1996
POSITION #7	1996

Directors may be removed from office by a majority vote of the duly qualified members present and acting in person or voting by proxy at a regular meeting or a special meeting called for the purpose of considering such removal. Any meeting at which such action is taken shall be preceded by notice of such intent in accordance with the applicable notice procedures of the bylaws. [Amended 9-18-93]

ARTICLE VII

BOARD OF DIRECTORS' Indemnification

Every officer and director of the corporation shall be indemnified by the corporation against all liabilities and expenses, including attorneys fees, which may be incurred by or imposed upon him or her in connection with any matter or proceeding in which he or she may become involved by reason of his or her being or having been a director or officer of the corporation, except in cases where the officer or director is adjudged guilty of willful misfeasance or malfeasance in performance of his or her duties. Such indemnification shall include settlements which are in the best interest of the corporation. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such director or officer may be entitled.

ARTICLE IX

CONTROL OF CORPORATE PROPERTY

The board of directors shall have the responsibility for the management, maintenance and control of the assets of the corporation. Provided, however, there shall be no sale, assignment or other transfer of ownership or privilege of use of the assets of the corporation other than items authorized by the adopted budget without same being approved by a 2/3 vote of the member votes represented by members present and acting in person or voting by proxy at a regular meeting or a special meeting called for the purpose of considering such action. Any meeting at which such action is taken shall be preceded by notice of such intent in accordance with applicable notice procedures of the Bylaws. [Amended, 9-2000]

ARTICLE X

ASSESSMENT AND CHARGES

Commensurate with the responsibility of Article IX CONTROL OF CORPORATE PROPERTY, the Board of Directors shall establish charges and assessments for the use and maintenance of the corporation's property. Such

Owners' Information Guide

assessments and charges shall be approved by a majority vote of the member votes represented by members present and acting in person or voting by proxy at a regular meeting or a special meeting called for the purpose of approving such assessments and charges. Any meeting to establish assessments and charges shall be preceded by appropriate notice as per Article IV of the Bylaws. The Board of Directors may establish a special assessment of up to \$100 as per Article IX [9.3] of the Bylaws without a membership vote.

Each buildable tax lot is subject to a quarterly assessment by the Surf Pines Association for the use and maintenance of the corporation's property. Unimproved property shall be assessed at one-half the assessment on improved property. [Amended 8-2-97]

ARTICLE XI

DISENFRANCHISEMENT

Members who fail to pay fees and assessments within sixty (60) days of the date fees or assessments are due shall be disenfranchised from voting. Disenfranchisement shall mean that neither such delinquent members presence nor proxies shall be counted for purposes of determining or computing quorum or to determine the number of votes necessary to pass an action upon which a vote of the membership is required.

Such delinquent members shall not be entitled to vote on any matter to come before the corporation. At such time as the disenfranchised member pays the fees or assessments that are delinquent, the member's right to vote on all matters and to be counted for purposes of quorum and numbers of votes necessary to pass actions for which a vote of the membership is required shall be immediately reinstated.

Any person who acquires title to property from an owner who is disenfranchised shall also be disenfranchised until the delinquent fees and assessments which caused the original disenfranchisement are paid. [Amended, 9-2000]

ARTICLE XII

QUORUM

The vote of a majority of the votes entitled to be cast by the duly qualified members present and acting in person or voting by proxy at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members unless a greater proportion is required by Oregon nonprofit corporation statutes, these Articles of Incorporation or the corporation's Bylaws. Those duly qualified member votes represented by members present in person or by proxy at any annual or special meeting of members constitute a quorum at the meeting.

ARTICLE XIII

DISSOLUTION

The corporation may be dissolved only upon a vote of the membership. In order to approve a dissolution of the corporation, such action must receive not less than 2/3 of the total duly qualified member votes entitled to vote.

Such vote may be in person or by proxy at a regular meeting or a special meeting called for the purpose of considering such action. Any meeting at which such action is taken shall be preceded by notice of such intent in accordance with the applicable notice procedures of the Bylaws.

Upon dissolution of the corporation, the assets, both real and personal, of the corporation shall be dedicated to an appropriate municipal corporation or other public agency to be devoted to purposes as nearly as practical the same as those to which they were required to be devoted by the corporation. In the event that such dedication is refused, such assets shall be granted, conveyed and assigned to any like nonprofit corporation, association, trust or other organization, who will devote such assets to the purposes and uses to which they were required to be devoted by this corporation.

ARTICLE XIV

VOTING RIGHTS

Each member shall be entitled to maximum of one vote with the following exceptions:

Multiple owners of a single property shall designate one member to cast one vote.

Identical owners of more than one property shall designate one member to cast one vote on all properties so owned. [Amended 8-2-97]





Surf Pines Homeowners Association

Exhibit "A" - Boundaries

October 3, 1995

Surf Pines Association

an Oregon nonprofit corporation

The following described property situated in Sections 16, 21, and 28, all in Township 7 north, Range 10 west, Willamette meridian, Clatsop County, Oregon.

Beginning at a point which bears south 89°54' west of the northwest corner of John Thomas Donation Land Claim No. 41, Section 16, Township 7 north, Range 10 west, Willamette meridian, Clatsop County, Oregon; which point is also the most northerly northeasterly corner of the private road described in Book 243, page 207, Deed Records, Clatsop County, Oregon.

Thence south 89°54' west 80 feet more or less to the west line of the afore described roadway;

Thence south 08°04' east 870.5 feet to a point;

Thence south 83°15' west 1450 feet more or less to the ordinary high tide line of the Pacific Ocean;

Thence southerly along the ordinary high tide line of the Pacific Ocean to the southwest corner of Surf Pines Beach Addition, Block 1, as platted.

Thence north 89°35' 10" east along the south line of said plat and the extension thereof to the westerly right of way line of U. S. Highway no. 101, as located in June 1969, which point is the southeast corner of the roadway described in the instrument recorded in Book 203, page 413, Deed Records, Clatsop County, Oregon;

Thence north 80 feet along the right of way of U. S. Highway no. 101 to the northeast corner of said roadway;

Thence south 89°35' 10" west along the north line of said roadway to the center line of Neacoxie Creek;

Thence northerly along center line of Neacoxie Creek to its point of intersection with the northeast corner of that property described in Book 452, page 46, Deed Records of Clatsop County, Oregon;

Thence south 89°56' 30" west 803.4 feet;

Thence south 00°10' west a distance of 189.7 feet;

Thence south 7°12' 5" east 440.9 feet more or less to the point of beginning.

Together with all property within the plat of Strawberry Hill recorded in Book 12, page 110, Clatsop County Deed Records, together with all roads shown thereon and specifically extending north to the south end of County Road no. 320.

Exhibit B - Application For Membership In Surf Pines Association

The following persons _____, owners of buildable tax lots located in Clatsop County, Oregon, and within the boundaries described in Exhibit A hereby apply for membership in SURF PINES ASSOCIATION [the Association], a corporation organized under the Oregon Nonprofit Corporation Law and, pursuant to the acceptance of our application by the Association hereby agree, one and all, to comply with and be bound by the Articles of Incorporation and Bylaws of the Association and the actions of the members and the Board of Directors of the Association taken pursuant thereto. We further accept the contractual obligation to pay membership dues in exchange for membership benefits which include the use and maintenance of all common property held by the Association for the benefit of its members.

We further agree that for purposes of voting on any matter coming before the members of the Association,

_____, is empowered to cast the one vote to which ownership of the above property entitles us.

We further agree that all official mailings from the Association, excluding any Newsletter, should be mailed to _____, at the address specified below:

Street _____ City: _____ State: _____ ZIP: _____

We further agree that, upon acceptance of this application for Membership by the Surf Pines Association, this Agreement shall be binding on the heirs, personal representatives, successors and assigns of the undersigned.

Dated: _____ day of _____, 20____

Signature: _____ Signature: _____ Signature: _____

Signature: _____ Signature: _____

Acceptance of Membership Application by Surf Pines Association:

Signature: _____ Office _____ Held _____

Dated the _____ of _____, 20____

Map No.: _____ Tax Lot No.: _____

**Appendix 2. Bylaws
of
Surf Pines Association, an Oregon Nonprofit Corporation**

[with amendments through August, 2000]

ARTICLE I

DEFINITIONS

- 1.1 **ASSOCIATION** shall mean Surf Pines Association, an Oregon nonprofit corporation, its successors and assigns.
- 1.2 **BUILDING SITE** shall mean one or multiple contiguous parcels of property under one ownership within the community as defined in Article II of the Articles of Incorporation, as amended, so long as said parcel of property has an existing dwelling or is large enough to obtain a building permit for constructing a dwelling under the applicable land use regulations in effect at the time.
- 1.3 **DWELLING** shall mean a single-family residence as defined and permitted under applicable land use regulations.
- 1.4 **COMMON PROPERTIES** shall mean all properties, rights of way, easements, and every property right owned by the Association or used by the Association in connection with fire control, street lighting, parks and recreation facilities and other functions of the Association. [Amended 9-94]
- 1.5 **COMMUNITY** shall mean the properties lying within the boundaries described in Article II of the Articles of Incorporation of Surf Pines Association, an Oregon nonprofit corporation. [Amended 9-2000]
- 1.6 **MEMBER** shall mean any person or entity who holds a property interest in property in the community that qualifies as the owner thereof, as per Article VI of the Second Amended Articles of Incorporation. [Amended 9-94]
- 1.7 **OWNER** shall mean the record owner of a fee simple title to any building site or the holder of a recorded contractual right of purchase thereto.

ARTICLE II

PURPOSE

- 2.1 **LIMITATION OF PURPOSE.** The purpose of the corporation is limited to development, maintenance and operation of the common properties and amenities owned or operated by the Association, as per Article II of the Articles of Incorporation.
- 2.2 **ACTIVITIES.** The activities of the Association shall be limited to all lawful acts necessary to accomplish the purposes for which the corporation is formed within the boundaries of the community defined in Article II of the Amended Articles of Incorporation of the Surf Pines Association, an Oregon nonprofit corporation.

ARTICLE III

OFFICES

- 3.1 **LOCATION.** The principal office of the corporation in the State of Oregon shall be the registered office on file with the Oregon Corporation Commissioner. However, for purposes of general business, an office of the corporation shall be located at the street address of the corporation's secretary but the mailing address shall be: Surf Pines Association, 33317 Surf Pines Lane, Warrenton, Oregon 97146. For practical purposes the corporation may have other offices which may include but are not limited to the homes and places of business of the officers, either within or without the state of incorporation, as the Board of Directors may determine or as the business of the corporation may from time to time require for purposes of convenience. [Amended, 9-2000]

ARTICLE IV

MEETING OF MEMBERS

- 4.1 **ANNUAL MEETING.** The annual meeting is open to all members of the Surf Pines Association and shall be held at Surf Pines, Oregon, or such other place and at such date and time during the month of July or August of each year as may be prescribed by the Board of Directors and set forth in the notice of meeting. The annual meeting shall be for the purpose of election of directors, adoption of the annual budget, and for the transaction of such other business as may duly come before the meeting. [Amended 9-94 and 9-2000]
- 4.2 **SPECIAL MEETINGS.** Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the president of the Board of Directors, and shall be called by said president at the written request of not less than 10% of the members of the Surf Pines Association, for the consideration of such business as may duly come before the meeting. No final resolution may be made at such special meeting on any subject other than the one or ones stated in the notice. Such notice shall be delivered not less than ten (10) days or more than thirty (30) days prior to the date of such meeting. [Amended 9-94 and 9-2000]



Surf Pines Homeowners Association

4.3 NOTICE. Written or printed notice stating the place, date and hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be mailed by or at the direction of the secretary of the Board of Directors to each member, first class postage prepaid at the address thereof as such appears in the records of the Association. Such notice may be delivered personally, in which case it will be deemed received upon actual personal delivery, or such notice may be mailed in the United States Mail. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, with the postage fully prepaid. Provided, however, any notice required to be given may be waived in writing, signed by the person or persons entitled to such notice whether it be before or after the time stated therein and shall be equivalent to the giving of such notice. Such notice shall be delivered as defined herein, not less than ten (10) days or more than thirty (30) days prior to the date of such meeting. [Amended 9-94]

4.4 VOTING. The vote for directors and upon any question before the meeting shall be by written ballot. All directors shall be elected by majority vote of the duly qualified votes cast in person or by proxy at said meeting. In the event that fewer candidates than the number of vacant positions receive a majority vote the remaining candidates shall be resubmitted as candidates for the remaining position(s) at such meeting until all vacancies are filled. All other questions shall also be decided by a majority vote of the duly qualified persons present or by proxy and voting on such matter or as otherwise provided by the Articles of Incorporation, these Bylaws or the laws of the State of Oregon. [Amended 9-94]

ARTICLE V

BOARD OF DIRECTORS

5.1 VACANCIES. In the case of the death, incapacity, resignation, or removal of a director, a successor shall be elected by a majority vote of the remaining directors to fill the unexpired term of such director. A director who is no longer a member as defined by Section 1.6 herein and Article VII of the Articles of Incorporation shall be considered to have resigned his or her position as a director. [Amended, 9-2000]

5.2 NOMINATION OF DIRECTORS. The president shall appoint a nominating committee consisting of at least three members, which nominating committee shall make as many nominations of members as it shall determine to be appropriate in its sole discretion, but not fewer than the number of vacancies that are to be filled at the annual meeting. Nominations also may be made from the floor by members duly qualified to vote at the annual meeting.

ARTICLE VI

MEETINGS OF THE BOARD OF DIRECTORS

6.1 REGULAR MEETING. Within ten days after each annual meeting of the members, the directors elected at such meeting and those holding over shall hold an organizational meeting for the purposes of electing officers of the Board of Directors who shall be considered the officers of the corporation as hereinafter provided, and for transaction of such other business as may come before the meeting. The Board of Directors may by resolution establish the date, time and place for other regular meetings of the board to be conducted without specific notice.

6.2 SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by the President and shall be called by the President upon written request of at least three directors to be held within or without this state and upon not less than 24 hours prior notice to each Director delivered in writing by mail, by e mail, hand delivered or personally by phone. [Amended, 9-2000]

6.3 QUORUM. At any meeting of the directors, a majority of the directors fixed by the Articles of Incorporation shall constitute a quorum for the transaction of business, but if less than said number is present at a meeting, a majority of the directors present may adjourn the meeting.

6.4 NOTICES. No notice need be given of regular meetings held pursuant to resolution of the Board of Directors as herein above specified.. [Amended 9-94 and 9-2000]

6.5 BOARD ACTION. The act of the majority of the directors present at a meeting in which a quorum is present shall be the act of the Board of Directors. [Amended 9-94]

6.6 DIRECTOR ASSENT. A director of the corporation who is present at a meeting of the directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken, unless a director's dissent shall be entered in the minutes of the meeting by the secretary.

ACTION WITHOUT A MEETING. Directors may take any action in the absence of a meeting that they could take at a meeting by obtaining the written approval of a majority of directors to such action. Any action taken shall have the same effect as though taken at a meeting of the directors. [Amended 9-94]

6.8 OPEN MEETING. All meetings of the directors shall be open to the members of the corporation, except that the President may declare an Executive Session at a regular, special or emergency meeting to:

- Consider the employment of an officer, employee staff member or individual agent
- To consider the dismissal or disciplining of, to hear complaints or charges concerning, or to review and evaluate the employment-related performance of an officer, employee or staff member.
- Consult with counsel concerning legal rights and duties with regard to current litigation or litigation likely to be filed. [Amended 8-99]

ARTICLE VII

OFFICERS

- 7.1 The officers of this corporation shall be president, vice president, secretary and treasurer, each of whom shall be members of the Board of Directors. The Board of Directors may appoint an assistant secretary and an assistant treasurer by resolution entered on its minutes. The officers shall be elected at the organizational meeting of the Board of Directors each year, and the term of office shall be for one year or until their successors are elected and assume office, unless such officer ceases to serve upon the Board of Directors.
- 7.2 REMOVAL RESIGNATION AND VACANCIES. Any officer may be removed from office with cause by the Board. A vacancy in said office shall be filled by an election of the Board of Directors. The officer elected to such vacancy shall serve for the remainder of the term of the officer he replaces.
- 7.3 PRESIDENT. The president shall preside at all meetings of the members of the Association and of the Board of Directors. The president shall sign for the Association such contracts and other documents as the president may be authorized by the Board of Directors to sign and shall perform all acts and duties usually and customarily performed by a president or as prescribed by all members of the Board of Directors.
- 7.4 VICE PRESIDENT. In the absence of the president, the vice president shall preside and perform the duties of the president. The vice president shall also perform such other duties as may be designated to the vice president by the president of the Board of Directors.
- 7.5 SECRETARY. The secretary shall keep a full and complete record of the meetings of the Association and of the Board of Directors; mail or personally deliver notice of the meetings of the Board of Directors and of the members; keep accurate current records showing the members of the Association together with their addresses; perform such duties as he or she is required to perform in connection with assessments; sign for the Association such contracts and other documents as he or she may be authorized by the Board of Directors to sign; and perform such other duties as may be required by the Board. The assistant secretary, which may be authorized by the Board of Directors, may be delegated the duties of the secretary.
- 7.6 TREASURER. The treasurer shall keep such records, make such reports, and perform such other duties as may be required from time to time by the Board of Directors. The treasurer may be required to be bonded by the Directors, the premium costs shall be paid the Association. The assistant treasurer, which may be authorized by the Board of Directors, may be delegated the duties of the treasurer.
- 7.7 DELEGATION AND CHANGE OF DUTIES. In the event of absence or disability of any officers, the Board of Directors may delegate during such absence or disability the powers or duties of such officer to any other officer or other director, except for voting.

ARTICLE VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

8.1 GENERAL POWERS. The Board of Directors shall have power to:

- (a) Adopt and publish rules and regulations governing the use of common properties and facilities provided by the Association, and the personal conduct of members and their guests thereon, and to establish penalties for the infraction thereof,
- (b) Exercise for the Association all powers, duties and authority in or delegated to the Association and not reserved for the membership by other provisions of the Bylaws or the Articles of Incorporation;
- (c) Conduct or otherwise acquire the use of any and all kinds of recreation and athletic facilities for the use and benefit of the members of the Association and enter into management contracts for the management of such facilities;
- (d) Employ a manager or other employees and officials, prescribe their duties and fix their compensation;
- (e) Perform such other functions as are ordinarily performed by directors and permitted by the Articles of Incorporation and the statutes of the State of Oregon.

8.2 DUTIES OF THE DIRECTORS.

- (a) Cause to be kept a complete record of all its acts in the proceedings of its meetings and cause to be presented at the annual meeting of the members a report reviewing the business and affairs of the association;
- (b) Procure and maintain adequate liability and hazard insurance on the property owned, leased or otherwise used by the Association to the extent such insurance is available at a cost considered reasonable and prudent by the Board of Directors.
- (c) Cause the common properties to be maintained.



Surf Pines Homeowners Association

ARTICLE IX

FISCAL MATTERS

9.1 DUTIES OF THE DIRECTORS.

(A) It shall be the duty of the directors to cause an annual budget to be formulated in which the Board shall estimate the annual common expenses in advance for each fiscal year. Such common expenses shall include but not be limited to: [Amended, 9-2000]

- (a) Cost of maintaining the facilities within the area from which the membership of the corporation is comprised.
- (b) Cost of goods, supplies and services to be provided for the maintenance, repair and operation of the common facilities and to carry out the duties and responsibilities of the corporation.
- (c) Cost of insurance and bonds required by these Bylaws.
- (d) Management, legal and accounting costs for operation of the corporation and enforcement of the Bylaws and Articles of Incorporation or other responsibilities attributable to the corporation.
- (e) Such other reasonable costs and expenses as may be paid for on behalf of promoting the interest of the corporation including an amount for contingency expenses. [Amended, 9-2000]
- (f) Said annual budget shall be presented for approval at the annual meeting of the members. Included in the budget report shall be a comparison of the proposed budget to prior year's budget and the actual income and expenses of the prior year. [Amended, 9-2000]

(B) It shall be the duty of the directors to maintain a record of the annual assessments against each dwelling or property and special assessments as approved by the membership as set forth in the Articles of Incorporation and give the members subject thereto written notice of such charges or assessments at least 30 days prior to the due date thereof and cause to be prepared a roster of property subject to assessments and charges applicable to each such property and keep such roster in the Association office subject to inspection by any member. [Amended, 9-2000]

9.2 LIMITATION. The Board of Directors shall not obligate the corporation for costs in excess of the amount of assessments, charges and dues approved by the membership pursuant to the Articles of Incorporation or emergency assessment pursuant to paragraph 9.3 below.

9.3 EMERGENCY ASSESSMENT. Notwithstanding the provisions of Section 9.2 above, if a true emergency arises, the Board of Directors may assess up to \$100 per year to each parcel of property for which the owner or owners are entitled to cast a membership vote.

9.4 USE OF FUNDS. The assessments, charges and dues levied by the Association shall be exclusively for the purpose of promoting the recreation, health and safety, enjoyment, common good and welfare of the members and for the improvement and maintenance of the property, services and facilities devoted to such purpose and related to the use and enjoyment of the common properties.

9.5 BILLINGS. The initial quarterly billing of assessments shall be on October 1, 1988, with assessments to be billed at 3-month intervals following said date.

9.6 COLLECTION. All membership dues and assessments are due and payable within thirty days of billing. If not so paid, assessments are past due, delinquent and subject to a penalty as follows: delinquent vacant property owners assessments shall be penalized \$5 per quarter for each quarter past due and delinquent homeowner assessments shall be penalized \$10 per quarter for each quarter past due. Should any owner fail or refuse to pay the assessment and penalty the Board of Directors is authorized to bring any necessary and appropriate legal action, including placing a lien and foreclosing on the assessed property to collect the amount owed.. [Amended 8-96, 8-97 and 9-2000]]

9.7 REIMBURSEMENT. Directors may be reimbursed for reasonable expenses directly attributable to the performance of their duties and responsibilities as directors.

ARTICLE X

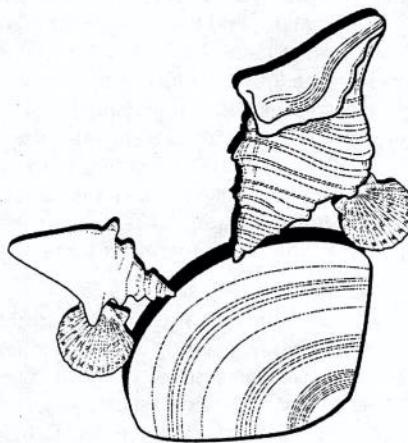
FISCAL YEAR

10.1 The fiscal year of the corporation shall begin on July 1st of each year.

ARTICLE XI

AMENDMENTS

11. 1 These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority vote of the members of the Association, voting in person or by proxy at any regular or special meeting of the membership called therefor, with notice specifying such purpose provided not less than ten (10) days in advance.



Appendix 3. Surf Pines Association Policy Vehicle Speed

With the exception of Surf Pine Lane east of the south gate, all roads administered by the Association are private roads and are posted for a maximum vehicle speed of 25 miles per hour. Persons who are observed by a certified law enforcement officer operating a motor vehicle on Association roads in excess of that speed are subject to a penalty by the Association. Observations of speeding made by others may result in letters requesting the alleged violators to carefully observe the 25 mph speed limit.

In instances where a law enforcement officer observes driving in a manner that constitutes the criminal offense of "recklessly endangering" the safety of others [such as pedestrians] an arrest may be made even though it occurs on our private roads.

Observations of speeding made by a certified law enforcement officer will result in a written warning issued to the violator with a copy provided to the Association.

Upon receipt of the copy of a warning by the Association the name of the violator will be published in the next issue of *The Breeze* and the incident shall be reported to the Board of Directors who shall:

Notify the violator of its intent to levy a penalty for the infraction of this policy as provided by Section 8.1[a] of the Bylaws.

Provide an opportunity for the violator to request a hearing to explain or justify the reasons for the practice of exceeding the posted speed limit.

Following the hearing, or if the violator does not request a hearing within 15 days of the notice the intent to levy a penalty, the Board may impose a penalty according to the following schedule:

MPH In Excess of 25 MPH	Penalty
1-10	\$77
11-20	\$109
21-30	\$175
Over 30	\$295

Penalties levied against members shall be collected in the same manner as dues and assessments provided for in Section 9.6 of the Bylaws. Penalties assessed to guests, contractors and other service persons, if not paid within 30 days, may result in action by the Board to deny further access to Association roads or in other discipline as determined by the Board.

Appendix 4. Duties of the Administrator

The CONTRACTOR will serve as Administrator and will assist both the President and the Chairs of the various committees carry out their duties including:

Prepare the Board meeting agenda for approval by the President.

Prepare the annual budget for Board approval and supervise the maintenance of financial records:

Accounts Receivable and Payable

Billings for and collection of dues, assessments and penalties

Issuance of delinquency notices and filing of liens

Budgetary accounts and financial statements

Approve the disbursement of all budgeted funds reporting thereon to the Board; disburse all other funds only after prior Board approval

Prepare routine correspondence, maintain Association files and records.

Prepare and maintain a roster of members and ownership identities for all homes and home sites; prepare and maintain a members handbook.

At the direction of the Roads and Grounds Committee:

Maintain roads, road signs, recreation area and other property and equipment.

Prepare specification/orders, obtain bids, and recommend award of bids to Board.

6. At the direction of the Security Committee:

a. Supervise the activities and performance of the Surf Pines security person.

Arrange for the maintenance and effective operation of the security gates.

Interface with contractors and other businesses for access to and behavior within the Association area [vehicle speeds, parking, noise suppression and hours of access for deliveries and construction].

Represent the Board to law enforcement, postal and other governmental and emergency service agencies.

Arrange for insurance coverage as directed by the Board.

Supervise the publication of the Surf Pines "Breeze".

Report to the Board at its monthly meeting and at the Annual Meeting

Update and conform Bylaws as approved by the membership.



Appendix 5. Security Position Description

Primary Purpose of Position:

Manage the security function and take necessary action to provide security for all residents and property owners in Surf Pines at the direction of the SPA Administrator; under the guidelines established by the security committee and approved by the Board of Directors.

- Create a public awareness of a security presence in Surf Pines.
- Make periodic patrols of homes and roads. Maintain a daily security log and log all patrols showing date and hours of patrol. Note any incident in log and report monthly to security committee.
- Report unsafe conditions to proper authorities.
- Monitor the access gates, perform preventative maintenance and repairs to insure their proper operation.
- Monitor and report property damage to homeowner.
- Insure that the roads and rights of ways are clear of any debris.
- Deal with residents, guests and service personnel in a friendly manner.
- Distribute Surf Pines Association mail to addressee.
- Perform maintenance on Gatehouse, roads signs and other Association property

Duties and Responsibilities of Position:

Patrolling. Drive Surf Pines roads during daylight and after dark as deemed necessary by the security committee.

Daylight rounds. Note the condition of the homes, roads and road signs. Pick up trash, replace garbage containers, remove obstacles, remove or have removed fallen trees and other storm debris to the extent practicable. Mark any trees or other debris remaining on the roads with a warning cone until it can be removed. Be expedient and timely in notifying property owners, security committee, or utility companies of any problems that cannot be resolved.

Night Rounds. Watch for houses with open doors, gates, windows, storm damage, downed trees or any other suspicious activity or condition. Determine if homeowner is present. If so, report any observation to resident and assist homeowner to the extent practicable. If not present, security should do the best he/she can to close windows and/or doors and notify homeowner if possible. If security is concerned about possible intruders he/she is to contact local law enforcement agency. DO NOT confront anyone engaged in a suspicious activity.

Gate Monitoring. Check all gates daily before 7 am for proper operation. When experiencing high winds secure the gates in the open position. Review monthly, the record of usage of access codes and report any unusual activity at the monthly security committee meeting. Perform gate preventative maintenance, per written maintenance list. Report and log severe gate damage to appropriate security committee person. Report and log any continuing abuse of gate codes or transmitters to the security committee. Assist anyone having difficulty with the operation of the gates.

On weekends or holidays, be available at the South Gate to provide assistance as required, and to insure smooth traffic flow. Meet all new residents and advise them of the proper use of gate codes and transmitters. The person in this position will frequently be the first contact an individual will have with Surf Pines. Always be courteous and helpful.

Security Log. The incumbent will maintain a daily security log, and log all incidents. Bring log to monthly security committee meeting and review incidents with security committee members.

House Checking. The security patrol should observe the homes that appear to be vacant for an extended period of time and make an extra effort to observe these properties for vandalism, theft, damage to roofs, siding, windows, chimneys, etc. and notify homeowner and/or law enforcement agency as appropriate. Document in Security Patrol Log.

Emergency Situations. The Surf Pines Security Patrol is not a law enforcement officer. Potentially dangerous situations must be left to a law enforcement officer. Call 911 immediately if a situation arises that requires professional handling and log all such incidents for review with security committee.

Enforcement of Policies:

Speeding

The Security Patrol should be tolerant of minor deviations above the posted speed limit in Surf Pines, however, excessive speed is not to be tolerated. DO NOT chase any vehicle. Log vehicle description, license number, location, date and time of day and report any violations to the security committee. If the vehicle stops, a friendly reminder of the speed limit is in order.

Illegal Entry

Persons illegally entering Surf Pines over the dunes or through the gate should be asked to leave. Use caution and judgement to avoid a potentially dangerous confrontation. DO NOT chase any vehicle. Log the incident, noting vehicle description, license number, location, date and time of day. Report such incidents to the security committee.

All Terrain Vehicles (ATV's)

ATV's are prohibited on all Surf Pines roads, access paths, dunes and park. Remind any offender of the rules and in the case of juveniles; inform the parents of the ATV prohibition. Report such activity to the security committee.

Hunting/Shooting

Hunting of any kind is prohibited within Surf Pines. The use of any firearm, pellet gun, bow and arrow, slingshot or other weapon capable of injuring any person, bird or animal is prohibited. Report all incidents to the Oregon State Police and the Oregon Fish and Wildlife Department. Log the specifics of the incident, date, time, location vehicle description, license number, action taken etc.

Fireworks

Fireworks are prohibited in Surf Pines. Remind any individual using fireworks that fireworks are not allowed in Surf Pines due to the fire hazard.

Special Events

- Work with residents who are having a party, garage sale, reception or other event without compromising security.

Provisions:

- Surf Pines will pay the incumbent a vehicle allowance to perform the Security Patrol duties and will provide signs to identify the vehicle as Surf Pines Security.
- Surf Pines Association will provide the incumbent with a cellular telephone, which gives the Security Patrol a means of calling for assistance should there be a potential confrontation or emergency.
- Surf Pines Association will provide the incumbent with an unfurnished home at the South Gate, which must be occupied by incumbent as a condition of employment. Surf Pines Association will pay for repairs and maintenance. The incumbent is expected to keep the residence and grounds clean and presentable.

Work Periods:

The workweek includes Fridays, Saturdays, Sundays, Mondays and Holidays. The incumbent may take any other two days of the week off, but should advise the SPA Administrator in advance which days he or she will be absent. The incumbent will be available at the South Gate house from 11:00 AM to 1:00 PM to provide assistance to residences, guest and business people and to answer the Surf Pines telephone located at the gatehouse. The sign on the door will say "Open" during office hours.

Accountability:

The incumbent reports to the Surf Pines Association Administrator. Work assignments other than those described above should be cleared with the SPA Administrator, and, in no case is the incumbent responsible for performing work requested by anyone other than the SPA Administrator. The SPA Administrator will review the incumbent's performance semi-annually and will recommend pay raise, bonuses or corrective actions to the board of directors for approval.